Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Application and resume may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Systems Administrator

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

Under the direction of the Network Operations Manager provides technical support to all departments in the areas of computer hardware and software. Functions as the primary technical lead in the administering, configuring, monitoring and troubleshooting, mission critical application servers for the agencies business and network operations. Implements end user and application security and monitors storage capacities for applications servers. Monitors and schedules daily data and application server backups. Ensure system integrity through periodic observations and routine preventative maintenance procedures of systems and storage systems. Other essential duties and responsibilities of the Systems Administrator position include, but are not limited to, the following:

Example of Duties

Essential Functions

- Under the direction of the Network Operations Manager, develops, maintains, configures and administers the agencies network application servers to include:
  - Windows Server 2003/2008, Active Directory, MS Exchange 2003/2007/2010, Legato Networker Enterprise Applications, MS SQL 2005/2008, Oracle, Symantec Vault (email backup storage), HPUX, EMC SAN/NAS enterprise storage, enterprise email, web security, and antivirus systems, and the agencies ERP Unix applications.
  - Performs updates and version upgrades and daily backups of mission critical data.
  - Provides recommendations to the Network Operations Manager in the analysis of proposed systems and the development of monitoring and high availability solutions.
  - Recommends, test and evaluates systems implementations and identifies operational needs by setting up test labs for equipment and application testing.
- Monitors system capacity and performance of network applications and coordinates with the Network Operations Manager to determine system requirements for projects, system performance and future growth and expansions.
- Monitors and administers system capacity and performance availability of the agencies telephone and voice mail system and applications. Coordinates with the Network Operations Manager to determine system requirements for expansion, maintenance, and availability. Administer new users to the system and coordinate extension moves and or tuning of voice recording systems expansions.
- Administers, maintains, and performs upgrades of the business applications.
- Function as system administrator performing tasks such as creating user ID profiles, performing security evaluations and audits of the Active Directory, providing end user support and help desk services in a high level.

Duties may include, but are not limited to, the following:

- Responsible for controlling the daily agency tape backups and reviewing of status log for assigned storage location and storage arrays.
- Perform application and operating systems updates, maintenance, and system activity monitoring for Windows Server systems, Unix systems, Oracle and MS SQL databases, business systems and applications, enterprise network storage systems, and regular O/S patch and service pack delivery to server and desktop systems.
- Effectively and proficiently describes functionality, provides details as to product features, demonstrates, installs and answers technical questions about all system applications and products and their interaction to support the business functional areas.
- Recovers data on application systems and networking hardware systems.
- Provides integrated testing and training on system applications for helpdesk operations.
- Performs other duties as assigned.

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Knowledge of or ability to learn MTS policies and regulations, ability to read, understand, and apply MTS policies and regulations, union labor contracts; ability to write letters, memoranda, and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill in verifying the accuracy and completeness of forms and reports; knowledge of Microsoft Word and Excel and the ability to learn and use other software that we might have or acquire.

Special Skills/Knowledge:

- Knowledge of Windows Server 2003/2008, Active Directory, MS SQL 2005/2008, MS Exchange 2003/2007/2010 and MS Back Office systems
- Knowledge of TCP/IP networks, routers, switches and network device monitoring software
- Knowledge of WINS, DNS, DHCP, and network access security
- Knowledge of enterprise backup and disaster recovery processes, procedures, and policies using enterprise backup software utilities such as Legato Networker/CA ARCserve

Physical Requirements

Candidates must be able to perform the physical demands of the job, such as walking, bending, stooping, sitting, reaching for overhead files, and occasional lifting (must be able to lift up to 15 pounds); operate a motor vehicle; and perform tasks involving manual dexterity, such as use of a computer and 10-key. Work may at times require more than 8 hours per day and/or irregular hours to perform the essential duties of the position. Duties will be performed primarily in an office type environment. May require travel to external agencies.

Experience/Education/ Certificates/License(s)

Possess a Bachelor degree from an accredited college or university in Computer Science, Management Information Systems or a related field or equivalent experience with a minimum of five years of related experience performing system administration functions in an enterprise networked environment.

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical administered by the company physician, and background check.

Salary

$53,356 - $82,702

MTS employees during the filming of a recent commercial.

DISCLAIMER: *The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.*